

Confirmation Regarding Your Input

Dear [Recipient's Name],

We are writing to confirm that we have received your input regarding [specific subject or project] on [date]. Your feedback is invaluable to us, and we appreciate the time you took to share your thoughts.

We are currently reviewing your suggestions and will take them into consideration as we move forward. If we need any further clarification or additional information, we will reach out to you.

Thank you once again for your contribution. We look forward to your continued engagement.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]